

- 1) The Van Meter City Council met for a regular council meeting on Monday, January 13, 2014 at the Veterans Reception Center. Mayor Allan Adams called the meeting to order at 7:00PM. The following council members were present upon roll call: Owen Stump, Bob Lacy, Kim Sacker, Elizabeth Tweed, and Mike Peterson.

Staff present: City Administrator Jake Anderson, City Attorney Erik Fisk, City Clerk Liz Thompson, City Engineer Bob Veenstra, Public Safety Director William Daggett, Fire Chief Jon Bruen, Assistant Fire Chief Chris Reha, and Police Reserve Officer Brandon Carter.

Members of the public present were Steve Stillman, Dennis Carter, Nikki Reha, Jeff Renner, Eric Delaney, Tyler Delaney, Gina Huen,

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Peterson. Passed unanimously.
- 3) Introductions were made.
- 4) Mayor Adams asked Administrator Anderson to present the proposed City Council Operating Guidelines. Anderson explained that the document had been adopted by the City Council in two preview years and that the document outlines how the City Council interacts with itself, with staff, and with the public. Councilman Lacy indicated that he had never seen the document before and questioned the appropriateness of certain aspects. Lacy moved to table to document until it could be further examined. The motion failed for a lack of support. Sacker moved supported by Stump to approve the City Council Operating Guidelines as presented. On roll call the votes were as follows: Stump – YES; Lacy – NO; Sacker – YES; Tweed – YES; Peterson – YES. The motion passed and the City Council’s operating guidelines were adopted.
- 5) Mayor Adams asked Administrator Anderson to present the proposed City Council Committee/Liaison Assignments. Anderson explained that he and Mayor Adams gathered input from the City Council and attempted to draft committee assignments based on that feedback. Lacy objected to his assignment to the Public Works/Infrastructure committee and indicated that he would like to be assigned to the Policy Committee. Peterson moved supported by Sacker to approve the Council Committee/Liaison Assignments as presented. On roll call the votes were as follows: Stump – YES; Lacy – NO; Sacker – YES; Tweed – YES; Peterson – YES. The motion passed and the City Council’s Committee/Liaison Assignments were adopted.
- 6) Mayor Adams opened the citizens hearing. Hearing none Mayor Adams closed the citizens hearing.
- 7) Mayor Adams reviewed the consent agenda, and asked for discussion. City Administrator Anderson noted amendments to the claims list. Mayor Adams asked for a motion to adopt, “A Resolution Adopting the Revised Consent Agenda.” which included the following:
 - a. Minutes of December 9, 2013 and January 6, 2014 council meetings
 - b. December Claims list

A D DISTRIBUTING CO	US FLAG PURCHASE	\$	96.10
ACCO	LIQUID CHLORINATING SOLUTION	\$	554.00
TYCO INTERGRATED SECURITY	QRTLY BILLING 2/1/14-4/30/14	\$	120.00
AG SOURCE LABORATORIES	PUBLIC WATER TESTING	\$	48.00
ALLENDER BUTZKE ENG	SITE ASSESSMENT	\$	6,524.20
APEX COMPANIES LLC	UST REMOVAL REPORTING	\$	5,773.50
BANKERS TRUST	2008 Street Improvement	\$	10,050.00
BUTCH'S	ICE MELT	\$	20.00

CARPENTER UNIFORM CO	PURCHASE OF RESPONDER HI-VIS	\$ 1,718.97
CASEY'S GENERAL STORE	PW GAS	\$ 1,017.24
CENTURY LINK	CITY HALL PHONE	\$ 333.85
CHESNUT SIGNS	POLICE CAR WRAP	\$ 1,033.50
CLEAN IT INC	CITY HALL/LIBRARY CLEANING	\$ 396.00
CULLIGAN	WATER AND RENTAL	\$ 53.20
DALLAS CO PUBLIC HEALTH	EMPLOYEE FLU SHOTS	\$ 125.00
DANKO	FIRE BOOT LEATHER STRUCTURAL	\$ 255.14
DATA TECHNOLOGIES INC	ACH PAYROLL MODULE	\$ 400.00
DELTA DENTAL	Employee Dental Ins	\$ 350.99
DENNIS CARTER	MILL/MAIN WA MAIN BREAK	\$ 300.00
DEPT OF ADMINISTRATIVE	CERTIFIED PUBLIC MANAGER	\$ 250.00
EARLHAM SAVINGS BANK	LOAN PAYOFF	\$ 172,426.44
EFTPS	FED/FICA TAX	\$ 8,961.78
ELECTRONIC ENGINEERING	FINAL INSTALL OF EQUIPMENT	\$ 548.14
EPPI	COMPRESSION BANDAGES	\$ 106.20
H D SUPPLY WATERWORKS	WATER/ STREET REPAIR EQUIPMENT	\$ 506.00
HACH	CHEMICALS/ STREET MAINT.	\$ 160.81
HEARTLAND COOP	WATER SHED LP	\$ 258.33
HOLLY ADAMS	WINTER MARKET EXPENSES	\$ 150.00
ILEA	MENTAL HEALTH IN SERVICE TRAIN	\$ 15.00
IMFOA	MEMBERSHIP DUES 14/15	\$ 40.00
INDEPENDENT SALT COMPANY	HYWAY/TREATED BULK SALT	\$ 1,870.85
INDUSTRIAL CHEM LABS	ROOT BEGONE CHEMICALS	\$ 124.66
IOWA LEAGUE OF CITIES	BUDGET WORKSHOP	\$ 35.00
IOWA LIBRARY ASSOCIATION	2014 IOWA LIBRARY MEMBERSHIP	\$ 80.00
IOWA LIBRARY SERVICES	2013 TOWN MEETING REG/ FEE	\$ 15.00
IOWA ONE CALL	FAXES	\$ 28.10
IPERS	PROTECT IPERS	\$ 1,614.37
JESSICA WAMBOLD	FIRE DEPT. CHRISTMAS PARTY	\$ 300.00
JONES CREEK APPAREL	LIBRARY ZOMBIE TEE SHIRTS	\$ 154.00
JUNGMANN CORPORATION	ICE CONTROL SAND	\$ 240.70
KIMBERLY KNAPP	HOSTING (ICD SOFT.COM)	\$ 120.00
MAINSTAY	DELL COMPUTER INSTALLATION	\$ 1,860.00
MATHESON TRI GAS INC	OXYGEN SUPPLY RENTAL	\$ 66.12
MIDAMERICAN ENERGY	GAS/ELEC	\$ 2,892.87
MORRIS EXCAVATING LTD	MAIN STREET WATER MAIN	\$ 780.00
OFFICE DEPOT	MISC. OFFICE SUPPLIES	\$ 132.77
OVERHEAD DOOR CO OF DM INC	FEED BOTTOM WEATHER SEAL	\$ 146.00
QUILL	LAMINATED CARD PACKET	\$ 36.08
REW SERVICES CORPORATION	ASBESTOS REMOVAL 416 WEST ST	\$ 21,175.00
SECRETARY OF STATE	NOTARY LISA TUMA	\$ 60.00
SHARON GREER	4 DOZEN ROLLS	\$ 48.00

SQUARE, INC	Credit Card Acceptance Fee	\$ 5.77
STIVERS FORD	SERVICE OF CITY VEHICLES	\$ 1,377.99
SURPASS SOFTWARE	SURPASS SUPPORT- LIBRARY	\$ 1,630.00
THE HARTFORD	Employee Life/Dis Ins	\$ 257.64
TREAS - ST OF IA SALES TX	SALES TAX OCT 1 - DEC 31 2013	\$ 2,095.00
TREAS - STATE OF IOWA W/H	STATE TAX	\$ 473.00
TRUCK EQUIPMENT INC	SPRING - CONICAL	\$ 26.59
US POSTMASTER	JAN UT BILLS/NEWSLETTERS	\$ 185.38
VEENSTRA & KIMM INC	BUILDING PERMIT FEES	\$ 9,588.50
VERIZON WIRELESS	CELL PHONE SERVICES	\$ 372.95
WATERLOO PUBLIC LIBRARY	LIBRARY BOOK SETS	\$ 16.00
WELLMARK	Employee Health Ins	\$ 3,903.75
WELLS FARGO CC	LIBRARY BOOKS	\$ 798.41
*****REPORT TOTAL*****		\$ 265,102.89

c. December Financial Statement/Quarterly Investment Report

FUND	RECIEPTS	DISBURSEMENTS
GENERAL	\$ 21,943.56	\$ 23,488.97
LIBRARY TECHNOLOGY FUND	\$ 0.01	\$ -
ROAD USE TAX	\$ 8,008.07	\$ 8,757.14
EMPLOYEE BENEFITS	\$ 2,071.91	\$ 4,713.17
EMERGENCY FUND	\$ 167.06	\$ -
LOCAL OPTION SALES TAX	\$ 7,243.14	\$ -
TIF-CR ESTATE	\$ 2,056.82	\$ 41,928.74
TIF-WH PINES SUBDIVISION	\$ 617.29	\$ -
TIF-POLK CO. BANK	\$ 480.09	\$ 7,006.05
PARK TRUST FUND	\$ 0.14	\$ -
LIBRARY TRUST FUND	\$ 173.06	\$ 4,425.87
VM COMMUNITY BETTERMENT	\$ -	\$ 35.00
REC CAPITAL FUND	\$ -	\$ 9,750.00
SITE CERT PROJECT	\$ -	\$ 19,340.66
DEBT SERVICE	\$ 1,854.28	\$ 10,050.00
WATER	\$ 14,928.40	\$ 7,636.98
SEWER	\$ 9,398.16	\$ 78,102.70
*****REPORT TOTAL*****	\$ 68,941.99	\$ 215,235.28

- d. Set a date and time for a public hearing on a voluntary annexation application for a parcel owned by Robert Radke for 7:00PM on February 10, 2014 at 910 Main Street in Van Meter.
- e. Set a date and time for a public hearing on a voluntary annexation application for a parcel owned by Darrell and Joyce Jamison for 7:00PM on February 10, 2014 at 910 Main Street in Van Meter.
- f. Set a date and time for a public hearing on a voluntary annexation application for a parcel owned by MidAmerican Energy Company for 7:00PM on February 10, 2014 at 910 Main Street in Van Meter.
- g. Appoint Nancy Lacy to the Library Board to fill a term ending on June 30, 2016.
- h. Appoint Allan Adams to the Central Iowa Regional Housing Authority (CIRHA) Board and Kim Sacker as the alternate.

- i. Annual Staff Appointments:
 - i. City Administrator – Jake Anderson
 - ii. City Clerk – Liz Thompson
 - iii. City Attorney – Erik Fisk, Whitfield & Eddy
 - iv. City Engineer – Bob Veenstra Jr., Veenstra & Kimm
 - v. Public Works Director – Dave Herman
 - vi. Public Safety Director/Police Chief – William Daggett
 - vii. Fire Chief – Jon Bruen

Lacy interrogated staff over the claims list then Sacker moved supported by Tweed to adopt and approve Resolution #2014-1, “A Resolution Adopting the Revised Consent Agenda.” Passed unanimously.

- 8) Mayor Adams asked City Engineer Bob Veenstra Jr. to present the proposed Certificate of Completion for the Richland Road Sanitary Sewer Project. Veenstra explained that the project was done and Knapp Properties were awaiting acceptance of the project by the City prior to extending service lines to the four lots affronting Richland Road. Moved by Lacy supported by Peterson to approve the Certificate of Completion. Passed unanimously.

9) Department/Committee Reports

Public Safety Director presented Assistant Fire Chief Chris Reha with a distinguished service award for his actions on a medical emergency on December 1st.

City Engineer Veenstra reported that the Site Certification Project was pending review.

City Administrator Anderson reported and he and Mayor Adams would like to hold a work session with the City Council to discuss orientation materials and goal setting.

- 10) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Lacy supported by Sacker. Passed unanimously.

_____ Allan B. Adams, Mayor

ATTEST

_____ Liz Thompson, City Clerk